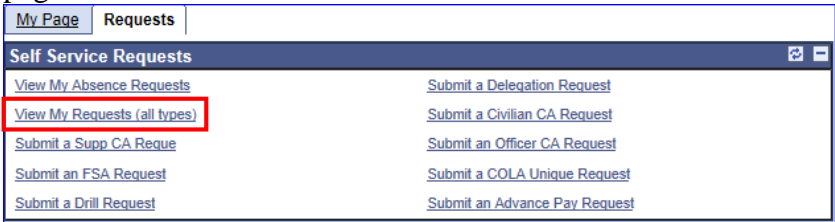
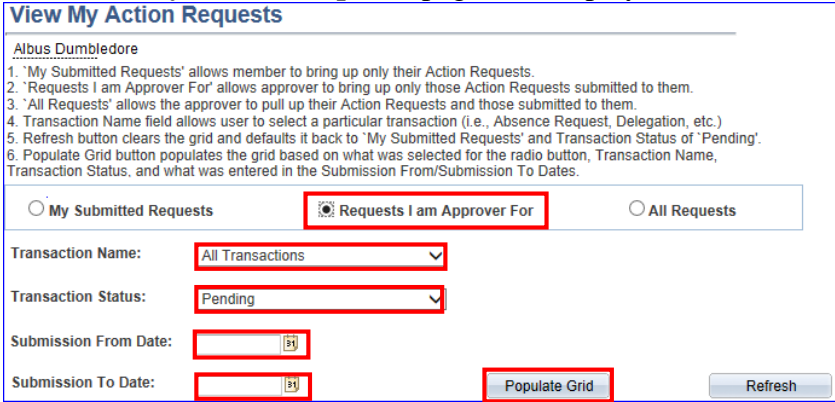


Reserve Orders Authorization

Introduction All Reserve Active Duty Orders must be Authorized by the District (DXR). Users must have the CGRSVISC role in Direct Access to Authorize Reserve Active Duty Orders.

Prior to Authorizing orders, approvers should review all data for accuracy. It is crucial that the Funding information identifies the correct TONO and Line of Accounting.

Procedures The following procedures are provided for Authorizing Reserve Orders in Direct Access.

Step	Action
1	<p>Click on the View My Requests (all types) link in the Self Service Requests pagelet.</p> 
2	<p>The View My Action Requests page will display.</p>  <ul style="list-style-type: none">Click on the Requests I am Approver For radio button.Transaction Name: Click the drop-down and make a selection or leave at the All Transactions default.Transaction Status: Click the drop-down and make a selection or leave at the Pending default.Submission From Date/Submission To Date: Narrow the search by selecting a period of inclusive dates. <p>Click the Populate Grid button.</p>

Continued on next page

Reserve Orders Authorization, Continued

Procedures,
continued

Step	Action																																
3	<p>The Order Approvals section will populate with all pending orders.</p> <table><tr><th>Transaction Name</th><th>Status</th><th>Member</th><th>Member's Emplid</th><th>Submitted By</th><th>Approver</th><th>Submission Date</th><th>View Details</th></tr><tr><td>Reserve Authorize Order</td><td>Pending</td><td>Draco Malfoy</td><td>1234567</td><td>Severus Snape</td><td>Albus Dumbledore</td><td>07/09/2014</td><td>Approve/Deny</td></tr><tr><td>Reserve Authorize Order</td><td>Pending</td><td>Harry Potter</td><td>7654321</td><td>Severus Snape</td><td>Albus Dumbledore</td><td>07/03/2014</td><td>Approve/Deny</td></tr><tr><td>Reserve Authorize Order</td><td>Pending</td><td>Mermione Granger</td><td>2345678</td><td>Severus Snape</td><td>Albus Dumbledore</td><td>06/25/2014</td><td>Approve/Deny</td></tr></table> <p>Click the Approve/Deny link for the appropriate order.</p>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	View Details	Reserve Authorize Order	Pending	Draco Malfoy	1234567	Severus Snape	Albus Dumbledore	07/09/2014	Approve/Deny	Reserve Authorize Order	Pending	Harry Potter	7654321	Severus Snape	Albus Dumbledore	07/03/2014	Approve/Deny	Reserve Authorize Order	Pending	Mermione Granger	2345678	Severus Snape	Albus Dumbledore	06/25/2014	Approve/Deny
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	View Details																										
Reserve Authorize Order	Pending	Draco Malfoy	1234567	Severus Snape	Albus Dumbledore	07/09/2014	Approve/Deny																										
Reserve Authorize Order	Pending	Harry Potter	7654321	Severus Snape	Albus Dumbledore	07/03/2014	Approve/Deny																										
Reserve Authorize Order	Pending	Mermione Granger	2345678	Severus Snape	Albus Dumbledore	06/25/2014	Approve/Deny																										
4	<p>The Approval Tab will display.</p> <div><div><div>Reserve Orders</div><div>Travel</div><div>Notes</div><div>Funding</div><div>Leave</div><div>Approval</div><div>Audit</div></div><div><div>Draco Malfoy</div><div>EMP</div><div>Empl ID: 1234567</div><div>Empl Record: 0</div></div><div><div>Trans ID: 2250314</div><div>Order Action: <div></div></div><div>Go</div></div><div><div>Order Begin Date: 07/01/2014</div><div>Order Type: Reserve</div></div><div><div>Order End Date: 07/04/2014</div><div>Order Status: Proposed</div></div><div><div>Route for Approval</div><div>Approval Type: Authorize Order <div></div></div><div>User ID: <div></div></div><div>Dept of Approving <div></div></div><div>SPO: <div></div></div><div>Comment: <div></div></div><div><div>Approve</div><div>Push Back</div><div>Deny</div></div></div><div><div>Approve Order</div><div><div>Reserve Authorize Order:Pending</div><div>View/Hide Comments</div></div><div><div>One level Approval</div><div><div>Pending</div><div>Albus Dumbledore</div><div>Approver from USERID field</div></div></div><div><div>Comments</div><div>Severus Snape at 07/09/14 - 12:07 PM</div></div></div></div> <p>Authorizing official selects one of three options:</p> <ul style="list-style-type: none">• Push Back – Click the Push Back button to set the status to On Hold and return the orders to the submitter with any comments for edit/resubmit. <div><div>Approve Order</div><div><div>Reserve Authorize Order:Awaiting Further Approvals</div><div>View/Hide Comments</div></div><div><div>One level Approval</div><div><div>On Hold</div><div>Albus Dumbledore</div><div>Approver from USERID field</div><div>07/09/14 - 2:27 PM</div></div></div><div><div>Information Request</div><div>Severus Snape</div><div>Information Request</div></div><div><div>Comments</div><div>Albus Dumbledore at 07/09/14 - 2:27 PM</div><div>Severus Snape at 07/09/14 - 1:31 PM</div></div></div>																																

Continued on next page

Reserve Orders Authorization, Continued

Procedures,
continued

Step	Action
4 (cont)	<ul style="list-style-type: none"> Deny – Sets status to Deny, removes the transaction from all Authorizing Official's Action Requests to allow for editing by any SPO YN. <div data-bbox="395 560 1046 873"> <p>Approve Order</p> <p>Reserve Authorize Order: Denied View/Hide Comments</p> <p>One level Approval</p> <div> <p>Denied</p> <p>Albus Dumbledore Approver from USERID field 07/09/14 - 2:39 PM</p> </div> <p>Comments</p> <p>Albus Dumbledore at 07/09/14 - 2:39PM</p> <p>Severus Snipe at 07/09/14 - 2:10 PM</p> <p>Save Return to Search Refresh</p> </div> Approve – Sets status to Approved, orders are now Authorized and ready to be executed. <div data-bbox="395 985 1046 1258"> <p>Approve Order</p> <p>Reserve Authorize Order: Approved View/Hide Comments</p> <p>One level Approval</p> <div> <p>Approved</p> <p>Albus Dumbledore Approver from USERID field 07/09/14 - 2:46 PM</p> </div> <p>Comments</p> <p>Albus Dumbledore at 07/09/14 - 2:46 PM</p> <p>Severus Snipe at 07/09/14 - 2:15 PM</p> </div>
5	<p>After Approval, the Order Status will set to Authorized.</p> <div data-bbox="349 1332 1385 1632"> <p>Reserve Orders Travel Notes Funding Leave Approval Audit</p> <p>Draco Malfoy EMP Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2250314 Order Action: <input type="text"/> Go</p> <p>Order Begin Date: 07/01/2014 Order Type: Reserve</p> <p>Order End Date: 07/04/2014 Order Status: Authorized</p> <p># of Days / Term: 4 / ShortTerm Duty Type: Active Duty for Training-AT</p> <p>Duty Department: 000450 CG PAY AND PERSONNEL CENTER Authority: 10 U.S.C. 12301(b)</p> <p>Empl Category: SEL Selected Reserve TRAYPAY CAT: A Drilling Pay Status</p> </div>